

TAB

3 March 1970

PROJECT: POLAND

STUDY PHASE 2.5

MANAGEMENT PRESENTATION

STAT The Position Language Development project (POLAND) evolves around Headquarters Regulation  (Language Development Program). This program is administered by the Language Development Committee which consists of representatives from each of the Directorates and the Offices of Personnel and Training.

Currently this project consists of the Language Control Register and associated language requirements incorporated in the Position Control Register, both were designed by Manpower and Personnel Branch/OCS personnel with their interpretation of HR  STAT The design was presented to and approved by the Language Development Committee on 17 June 1969 (see attachment which includes minor modifications). At that time the Language Development Committee indicated the designation of language positions by all Directorates would be completed by 1 September 1969. Unfortunately, the completion date has been readjusted many times since then.

As of 3 March 1970, only one Directorate's, the DDI, list of language designated positions has been coded for inclusion in the

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Position Control Register. DDS and DDP have recently submitted their list of language designated positions to Position Management Control Division/OP. It is anticipated that these positions will be coded and included in the Position Control Register in April. The DDS&T and DCI do not plan to designate language positions.

The initial Language Control Register, which will include DDI positions/personnel only, is expected to be produced in March 1970.

It is expected that refinement of the existing system will take place when (1) the Language Control Register and Position Control Register have been produced for all Directorates, and (2) all Directorates analyze the reports and submit their recommendations for changes to the Language Development Committee for review and concurrence. It is difficult, if not impossible, to project the date of refinement since it has taken eight (8) months to receive all the Directorates' requirements.

Due to the fact that no reports have been published to date and the ultimate refinement is unknown, the results of the POLAND study phase are inconclusive. The Language Development Committee does not presently know what personnel assignment controls, if any, will be incorporated in the new POLAND project since the current system is in a state of flux and is currently not in operation.

It is recommended that one of the following approaches be taken with the POLAND project:

A. Assume that the current system will remain stable and incorporate these requirements in the new Staffing System.

B. Defer any further study/analysis on the POLAND project until all Directorates receive and review their copy of the Language Control Register and the Language Development Committee dictates what new requirements and controls are necessary.



Group Leader/HRS

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## POSITION CONTROL REGISTER

- I. List all language requirements, both specific and general, at the beginning of the unit.
  - A. Each requirement appearing in the unit "recap" is identified by the prefix '\$\*'.
    - 1) Language required (code & clear text)
    - 2) Whether 'specific' or 'general'
    - 3) Number of incumbents necessary to fulfill the requirements
    - 4) Proficiency levels required.
  - B. Each requirement shows:
    - 1) Language required (code & clear text)
    - 2) Whether 'specific' or 'general'
    - 3) Number of incumbents necessary to fulfill the requirements
    - 4) Proficiency levels required.
- II. List in the unit 'recap' those language requirements which possess an 'and/or' condition. This condition is shown by the presence of a '&' (and) or the presence of a '/' (or) following the language code of the first requirement involved in the condition. These conditions are shown in the unit 'recap' only and not against any position.
- III. List, at the end of the unit 'recap', the minimum number of employees required to satisfy the language requirements of the unit.
- IV. List, immediately before each position, the language requirement for that position (if any).
  - A. Each position requirement is identified by the prefix '\*\*'.
  - B. Each position requirement shows:
    - 1) For 'general' requirements, only the position number of the position that the requirement is being levied against.

2) For 'specific' requirements:

- a) Position number of the position that the requirement is being levied against.
- b) Language required (code & clear text)
- c) Number of incumbents necessary to fulfill the requirement.
- d) Proficiency levels required

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## TRAINING

**3. LANGUAGE DEVELOPMENT PROGRAM**

**a. GENERAL.** The purpose of the Language Development Program is to develop skills in foreign languages required to discharge the mission and functions of the Agency. The program calls for determining requirements for foreign language competence, training and testing personnel, and maintaining necessary records.

**b. DEFINITION.** For the purposes of this regulation professional positions and personnel are those so identified in the subcategory codes of the Occupational Handbook of Position Titles and Codes published by the Office of Personnel.

**c. POLICY**

(1) Each organizational unit which needs language-qualified personnel to carry out its mission will be called, for the purposes of this regulation, a Language Unit. Such a unit may be of any size or at any level of organization (section, branch, staff, base, station, or other). For each Language Unit will be recorded the languages needed, the number of requirements at each level of proficiency, and the minimum number of language-qualified personnel needed to satisfy all the requirements.

(2) A Language Unit's language requirements may be either specific or general. Specific language needs are those identified with particular positions, to be called Specific Language Positions. General language needs are those which can be satisfied as long as there is an adequate pool of language qualified personnel in the unit. Certain positions will be identified as General Language Positions. Not everyone assigned to a General Language Position must have language competence but among the personnel so assigned there must be enough language qualified personnel to give the unit a sufficient inventory of language skills to meet the requirements recorded in accordance with subparagraph c(1) above.

(3) By 1 January 1971, unless a waiver is granted in each case by the Deputy Director concerned:

(a) Any employee occupying a Specific Language Position must have a tested proficiency in the required language at the required level, and

(b) Any new assignee to a General Language Position must have a tested proficiency in a language and at a level which fills one of the unit's general language needs if any of those needs is unfilled.

(4) An employee's proficiency test score in a foreign language is considered valid for three years only, unless:

(a) The employee is stationed in a country where the language is the primary language,

(b) The employee uses the language regularly in his work, or

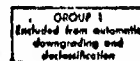
(c) The employee has previously been tested and has demonstrated a native level of proficiency in the language.

(5) All professional employees in headquarters on 1 January 1971, except those who are to retire within five years, must have valid test scores for the foreign languages in which they claim any degree of knowledge.

(6) All newly hired professional employees will be tested for language aptitude. When a new employee is determined to have knowledge of a foreign language, his proficiency will be tested.

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- (7) All professional PCS returnees from overseas [redacted] who have any degree of knowledge of a foreign language will have their proficiency tested, subject to the provisions of subparagraph c(4) above.
- (8) Staff personnel assigned to headquarters or [redacted] field stations may acquire language proficiency through directed or voluntary study at internal or external facilities.
- (9) Language requirements are to be reviewed and updated by 1 December of each year.

**d. RESPONSIBILITIES**

**(1) Each Deputy Director will:**

- (a) Identify the Language Units of his directorate. For each such unit he will determine the languages needed, the necessary proficiency levels, the number of requirements at each level, and the minimum number of language-qualified personnel to satisfy the unit's language requirement, and identify positions in that unit according to the descriptions given in subparagraph c(2) above.
- (b) Insure that his directorate has an adequate number of employees with tested foreign language capability to satisfy the directorate's requirements.
- (c) Submit to the Language Development Committee by 1 January of each year a report of the number of employees for whom language requirements have been waived during the preceding year.
- (d) Subject to the provision of subparagraph c(4) above, refer professional PCS returnees from overseas [redacted] to the Office of Training for scheduling of language proficiency tests.
- (e) Formulate within one year after the issuance of this revised regulation a directorate policy for the development of language skills, considering, in addition to the specific operational needs of his directorate:
- (1) The language requirements for junior professional officers,
  - (2) Encouragement of a courtesy level proficiency in the language of the host country for professional and nonprofessional employees assigned overseas,
  - (3) Inclusion of evaluative comments on relevant language skills in fitness reports,
  - (4) Language aptitude and foreign language proficiency as factors in recruitment of new Agency employees, and in the determination of entrance grades,
  - (5) Use of Language Proficiency Step Increases as incentives for self-study of languages for which the directorate has a priority need, for superior achievement in sponsored study of such languages, and for development while assigned overseas of usable proficiency in any language through self-study and personal effort,
  - (6) Language competence as a factor in promotion.

**(2) The Director of Personnel will:**

- (a) Record the language and proficiency level requirements of Language Units and record all language positions by type of designation.

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- (b) Provide summary statistical reports to the Deputy Directors and to the Language Development Committee, as required.
- (c) Refer all newly employed professional personnel who were not tested as applicants to the Office of Medical Services for scheduling of the Agency's language aptitude test.
- (d) Refer all professional employees who are entering on duty and who claim a knowledge of a foreign language to the Office of Training for scheduling of language proficiency tests.
- (3) The Director of Training will:
  - (a) Define the levels of foreign language proficiency.
  - (b) Provide or arrange for all foreign language training as required by the Deputy Directors.
  - (c) Provide or arrange for all foreign language proficiency testing.
  - (d) Record and report to the Deputy Director concerned and to the Office of Personnel the tested language proficiency of employees.
  - (e) Certify individual employee language proficiency as required by the Deputy Director concerned.
  - (f) When applicable, schedule professional employees entering on duty or returning PCS from overseas or domestic field stations and such others as the directorates designate for language proficiency tests.
- AL ING (4) The Director of Medical Services, through his Assessment and Evaluation Staff, will administer, directly or in conjunction with the Office of Personnel, the Agency's language aptitude tests and report the scores to the Office of Personnel for filing in official personnel files.
- (5) The Language Development Committee, consisting of one representative of each Deputy Director, one from the Office of Personnel, and the Director of Training or his Deputy, with the representative of the Office of Training as the chairman, will:
  - (a) Advise senior Agency officials on policies and procedures related to the Agency's foreign language program.
  - (b) Prepare an annual progress report on the Agency's foreign language program for the Director of Central Intelligence.

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GROUP 1  
Excluded from automatic  
downgrading and declassification

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## LANGUAGE CONTROL REGISTER

- I List all language requirements, both specific and general, at the beginning of the unit. Each language requirement appearing in the unit 'recap' shows the following:
  - A. Language required (code and clear text)
  - B. Whether 'specific' or 'general'
  - C. Number of incumbents necessary to fulfill the requirement
  - D. Proficiency levels required.
- II List in the unit 'recap' those language requirements which possess an 'and/or' condition. This condition is shown by the presence of a '&' (and) or the presence of a '/' (or) following the language code of the first requirement involved in the condition. These conditions are to be shown in the unit 'recap' only and not against any position.
- III List, at the end of the unit 'recap', the minimum number of employees required to satisfy the language requirements of the unit.
- IV List all position titles designated as language positions regardless of whether the incumbents of the position satisfy any of the language requirements.
- V List any employee in the unit, together with their position title, if they possess one or more of the required languages. The listing of employees follows these conditions:
  - A. If any incumbent fulfills a unit language requirement, he will be listed regardless of whether the position he occupies is designated as a language position.

- B. If an incumbent fulfills a unit language requirement and the position he occupies is designated as a language position, he will be listed regardless of whether he fulfills the language requirement levied against the position.
  - C. Should a unit language requirement possess the 'and/or' condition, any employee possessing one or more of the languages concerned in the condition will be listed.
  - D. Some dialects of a language have been lumped together into 'Dialect Groups'. Should a unit language requirement specify a 'Dialect Group', any employee possessing one or more dialects within the specified 'Dialect Group' will be listed.
  - E. The listing of an employee is done without regard to whether his proficiency level meets those of the requirement.
- VI List only the languages possessed by the employee that satisfy the requirements of the unit. All others are disregarded.
- VII Indicate by a dollar sign (\$) those incumbents who fulfill one or more of the language requirements for the unit, but whose position is not designated as a language position.
- VIII Indicate by an asterisk (\*) that the employee has 'disclaimed' his language proficiency.
- IX Indicate by a number sign (#) that the employee has not been tested for a specific language within three (3) years preceeding this report,
- X Show at the end of each organizational unit (branch or higher) the following totals:
- A. Total planned incumbency of those positions within the unit that are designated as language positions.
  - B. Total number of employees within the unit that meet the language requirements of the unit.

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